

2015-16 RANKING REPORT FORM

FREQUENTLY ASKED QUESTIONS (FAQ)

The Ranking Report is a Microsoft Excel **macro-enabled workbook**. Macros MUST be enabled. **In order to complete the ranking report, you will need, at minimum, Microsoft Office 2010.** Please consult your district technology coordinator (DTC) if you need assistance with this upgrade.

What are macros and what does it mean to enable macros?

Why are the cells locked?

What happened to Worksheet 5?

I already started in the old form. Can I copy and paste into the new form?

What if I can't see everything in the cell? Or "Everything turned to a line of #'s (#####)"

What are macros and what does it mean to enable macros? ([back to top](#))

Macros are the "behind the scenes" programming that tell the worksheet what to do based on the particular information you provide. For example, macros ensure that, once you identify your district from the dropdown list on Worksheet 1, you only see the schools in your district. Enabling macros ensures that all functions of the document work correctly.

Why are the cells locked? ([back to top](#))

- Reduce the possibility of mistakes and increase consistency
- Ensure ***brief*** descriptions are limited to the space allotted
- Ensure the fidelity of formulas and formatting

What happened to Worksheet 5? ([back to top](#))

To save a bit of paper, worksheet 5 will only appear if you identify private school students on worksheet 2. See page 29 of Ranking Report Directions.

I already started in the old form. Can I copy and paste into the new form? ([back to top](#))

Yes, follow these instructions to ensure you have fewer problems.

TO COPY/PASTE FROM ANOTHER DOCUMENT PROPERLY

This process will ensure your information is readable in the ranking report

1. Copy your information using the COPY command
2. **DOUBLE CLICK*** in the cell you want to paste the information
3. Paste your information using the PASTE command

** If you do not double click in the cell, your information will not be readable*

NOTE: By default, Excel may allow you to see more of a cell than will actually print. Remember that ***descriptions should be brief, not narrative***. This means you should be succinct in your descriptions if you want to print all that you write.

What if I can't see everything in the cell? Or "Everything turned to a line of #'s (#####) ([back to top](#))

There are a few possible reasons:

1) This new file was built using Office 2010

- a) *We have discovered that the total cell size (amount of text per cell) is smaller when using Office 2007.*
- b) *Although some have not made the switch, Microsoft Office 2010 is available to all schools and districts. Ask your District Technology Coordinator for help with the update*

2) Check your screen resolution

- a) *The size of your screen and the level of magnification may impact what you can see.*
- b) *Try changing the magnification (plus and minus sliding scale in lower right hand corner of your excel document).*

3) There may be too much information in the cell (This is most common for school descriptions)

- a) All descriptions are limited to ONE cell. The cell will automatically resize to its full capacity.
 - i) The font cannot be changed.
 - ii) Review the description and ensure that it is BRIEF, grammatically correct and only provides the requested information
- b) *You may have unwanted information in your cells*
 - i) Certain characteristics of Microsoft Word do not translate well in Excel (e.g., bulleted lists, using the return key for paragraphs)
 - ii) Consider completing your description using Notepad instead of Word

4) The information was pasted incorrectly

- a) Ensure you are using the copy instructions above, or
- b) Type directly into the cell on the Ranking Report

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